

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> SR PLANNER PLANNING		<b>Date:</b> 03/12/99
<b>Position Level:</b> 10	<b>FLSA Status:</b> Non-Exempt	<b>Class Code:</b> 10-1

### GENERAL DESCRIPTION

Primary function is to oversee the review of all development proposals in accordance with the Comprehensive Plan. Coordinates the day to day duties and services assigned.

### KEY RESPONSIBILITIES

1. \*Prepare staff reports and other proposals for amendments to the Comprehensive Plan and land development regulations.
2. \*Prepare draft land development regulations, prepare special technical planning studies and reports.
3. Research planning and legal issues.
4. Draft ordinances, planning commission resolutions, etc.
5. Perform development reviews on highly complex projects as needed.
6. Prepare management plan for County Parks and other acquired properties.
7. Evaluate major development proposals for compliance with Monroe County codes, procedures and policies.
8. \*Advise County Attorney's office on planning matters as they relate to settlement agreements and road abandonment. Appear in court on behalf of Monroe County. Provide expert testimony at hearings of Special Master as required.
9. Coordinate with public and other agencies.
10. Attend public hearings and staff meetings.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> SR. PLANNER		<b>Position Level:</b> 8
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Master's Degree required. Major(s) required: Planning or related field
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgement is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>On Call Requirements:</i>	None
<i>Other:</i>	AICP certificate preferred.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

